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ACT Wisconsin Newsletter

Week of January 5, 2015

Volume 1, Number 8

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Quick Links

<http://oea.dpi.wi.gov/assessment/ACT>
Wisconsin DPI ACT Web page

<http://oea.dpi.wi.gov/assessment>
Wisconsin DPI Assessment Web page

<http://www.act.org/aap/wisconsin/index.html>
ACT Wisconsin State Testing

<http://actaspire.avocet.pearson.com/actaspire/Home>
Avocet: ACT Aspire's online informational resource

<https://actaspire.tms.pearson.com>
ACT Aspire's online Training Management System

<https://www.actaspire.org/>
ACT Aspire Portal is where you will perform your administrative tasks.

join-actwisconsin@lists.dpi.wi.gov
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Contact Us

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College and Career Readiness Assessment Coordinator
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ACT/WorkKeys Customer Service

800.553.6244 x2800 – standard time questions
800.553.6244 x1788 – accommodations questions
<http://www.act.org/aap/state/contact.html>

ACT Aspire Customer Support

888-802-7502
ACTAspire_Implementation@ACTAspire.org

Happy New Year

Happy New Year to each and every one of you! As we launch into 2015, we also enter into a very busy time of year for statewide assessments. This ACT Wisconsin Newsletter is lengthy but please take the necessary time to read the entire document and keep a copy for future reference. Hopefully, you continue to find this Newsletter a useful reference and an important avenue of communication between DPI and your school. Your feedback and suggestions are always welcome. I wish you peace and joy in the New Year.

Peggy

Important WorkKeys Accommodations Update: More students with disabilities will have the opportunity to earn ACT WorkKeys National Career Readiness Certificates (NCRC).

After many conversations with ACT, Wisconsin DPI is pleased to be able to offer the opportunity for more students with disabilities to receive the NCRC. This means that schools will have the opportunity to provide accommodations that are documented in the student's IEP or 504 plan with the exception of a few that are considered "ineligible" accommodations by ACT. **Any questions about ACT WorkKeys accommodations including ineligible accommodations must be forwarded to ACT directly at: 800.553.6244 x1788, or Email – actstateaccs@act.org.** Please refer to the email that was sent to the ACT Wisconsin earlier this week and the DPI ACT Wisconsin website for complete information and revised guidance documents: <http://oea.dpi.wi.gov/assessment/ACT/accommodations>.

Ineligible Accommodations	NCRC Eligible
Translation or interpretation of test items (including the Wisconsin WorkKeys Spanish translation DVD)	No
Electronic screen readers: Does not apply in 2015 Wisconsin statewide assessment which is a paper and pencil test.	No
Dictionaries with word definitions	No
Manipulatives or arithmetic tables	No

Prior to ordering WorkKeys materials, Test Coordinators must:

- Read and understand the following revised DPI accommodations guidance documents which can be found in the "What's New" section of the DPI ACT homepage: <http://oea.dpi.wi.gov/assessment/ACT>
- Read and understand the ACT WorkKeys Administration Manual for State and District Testing – Special Testing: <http://www.act.org/aap/pdf/WKStateSpecialManual.pdf>
- Read and understand the ACT WorkKeys FAQ: <http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/FAQsStateandDistrictTestingWorkKeys.pdf>

ACT Test Administration Q&A Registration Open

Please register for the January 20th ACT Test Administration live Q&A. This is a live session and will not be recorded. More information can be found at **ACT State and District Testing: Test Administration Training and Q&A Sessions**. It is important that you view the ACT Test Administration Training Webcasts (<http://www.act.org/aap/wisconsin/trained.html>) prior to participating in the Q&A sessions.

Register for this session at:

Date	Time	Registration URL
January 20, 2015	3:30 pm	https://act.ilinc.com/register/fbftfm

New Aspire Spring Training Opportunities

ACT Aspire will be visiting Wisconsin for additional Spring Aspire training February 16-20. This is an effort by DPI and ACT Aspire to meet the training needs of Wisconsin to ensure a smooth Aspire testing experience for Wisconsin 9th and 10th graders. DACs will be sent an email soon with registration information for their district and will be asked to coordinate their district's registration. The format for the training will be very different than what was offered in the fall. Three two-hour trainings will be offered simultaneously in three different rooms. One room will be training Test Coordinators. One room will train Technology Coordinators. One room will train individuals responsible for going back to their school and training Room Supervisors. There will be a 15 minute break followed by a repeat of the three sessions. Each participant will have the opportunity to attend two of the three sessions. The trainings will take place from 8 a.m. until 12:45 p.m. each day. Registration should open the week of January 12th but only the DAC will have access to that registration link. Each high school will be able to send 3 individuals – one for each role: Test Coordinator, Technology Coordinator, and Room Supervisor Trainer.

2/16	Wisconsin Dells	Kalahari Resort and Conference Center
2/17	Stevens Point	Holiday Inn Stevens Point Convention Center
2/18	Menomonie	UW Stout Memorial Student Center
2/19	Green Bay	Radisson Hotel and Conference Center
2/20	Milwaukee	Crowne Plaza Airport

FAQ: Home-schooled Students, Foreign Exchange Students, Expelled Students

Q: Parents who are home-schooling their children in our district are asking if their students can take the ACT Plus Writing on the March 3rd statewide assessment date. Is this allowed?

A: Schools are not allowed to test home-schooled students with any statewide assessment. If the student attends 3 or more classes at your school, they should no longer be considered home-schooled and should be enrolled in your school and tested. Home-schooled students should test with the ACT on national test days.

Q: Does our school need to test foreign exchange students?

A: Foreign exchange students must be included in state testing. With regards to the ACT, achievement-based calculations in the report cards – those calculations based on assessment results – only factor in students who were enrolled for the full previous academic year. If you have foreign exchange students that are not considered **FAY**, their performance would not factor into those calculations. However, they should still be tested as their participation will count toward (or against) test participation calculations. They are also included in attendance and absenteeism calculations.

Q: Do we need to test students who are expelled, suspended and/or not allowed on campus?

A: The district/school is responsible for testing any expelled or suspended student who remains enrolled in the district at the time the tests are administered. In the case of ACT and ACT WorkKeys, if the student is not allowed on campus during the expulsion period, the school should apply for off-site testing from ACT and test the student in an alternate location.

ACT Plus Writing Room Supervisor Training

Test coordinators and back-up test coordinators are required to hold a training session before test day for all testing staff, to prepare them for test-

day activities and to stimulate discussion. This session must be attended by **all** testing staff so that everyone has a common understanding of what is to take place on test day. *Training Session Topics for Discussion* are provided on **pages 67–69 in the ACT Test Administration manual**: http://www.act.org/aap/pdf/SADManual14-15_StandardTime.pdf. Before test day, every testing staff member is required to read the Test Administration manuals. Each testing staff member is to be provided with a complete copy of these manuals before the training session. These will be ordered through the on-line process January 6-13. Call ACT State and District Testing if you find you need additional manuals to train staff: 800-553-6255 ext. 2800.

ACT recommends using the following snippets from the ACT Test Administration webinar which is posted on the ACT Wisconsin webpage when conducting Room Supervisor trainings: <http://www.act.org/aap/wisconsin/trained.html>.

Pretest Activities - the ACT

Test Day Activities - the ACT

Success for You and Your Students - the ACT and ACT WorkKeys

ACT Aspire Checklist of Dates Released

The **ACT Aspire Spring Checklist of Dates** is posted. Please note:

- DPI will be uploading 10th grade students into the Aspire portal. Schools will not need to do this.
- Schools will need to review, confirm and make any changes to the 9th and 10th grade enrollments in the Aspire portal. You will not need to upload all 9th grade students again.
- Additional ACT Aspire training will be provided the week of February 16-20.
- Find the checklist of dates at: **ACT Aspire Spring Checklist of Dates**

Important Upcoming Dates: Please note the pending deadlines that are highlighted

January 9, 2015	ACT Plus Writing	Deadline for Test Coordinator to submit online off-site proposal if applicable.
TBD	ACT Aspire	Training – Online Test Readiness for Technology Coordinators Webinar
January 6-13, 2015	ACT Plus Writing	Window for test coordinator to confirm ACT test date enrollment online and to order ACT WorkKeys standard time and accommodations test materials.
January 20, 2015	ACT Plus Writing	Wisconsin Test administration live Q&A at 3:30 pm.
January 19 - 23, 2015	ACT Plus Writing	Test coordinator receives Preliminary ACT-Approved Accommodations Roster for review.
January 30, 2015	ACT Plus Writing	Deadline to request changes to the Preliminary ACT-Approved Accommodations Roster.
February 2 – 6, 2015	ACT Plus Writing	Test coordinator receives nonsecure shipment(s).
February 2-13, 2015	ACT Aspire	DPI Updates State Organizational file
February 2 - 11, 2015	ACT Plus Writing	Window for test coordinator to order State-Allowed Accommodations materials online.
February 16 – 20, 2015	ACT Aspire	On Location Training – ACT Aspire Training
November 24, 2014 - February 11, 2015	ACT Plus Writing	Window for ACT to receive ACT-Approved Accommodations Late Consideration Form. (Must be accompanied by a Request for ACT-Approved Accommodations.) Applicable only to: 1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level. 2. Examinees who have a newly identified disability. 3. Examinees with ACT-Approved Accommodations who transferred to your school from another school in your state. 4. Examinees with medical emergencies or sudden onset of a medical condition.
Early February – March 2, 2015	ACT Plus Writing	Window for schools to: • conduct supervised pretest sessions for all examinees, • conduct room supervisor and proctor training, and • arrange to meet testing requirements at school or off-site location.
February 23 - 27, 2015	ACT Plus Writing	Test coordinator receives secure standard time and accommodations shipment(s). Note: Schools on break during this week will receive their shipment the prior week.
March 3, 2015	ACT Plus Writing	ACT Initial Test Day
March 4, 2015	ACT WorkKeys	WorkKeys Initial Test Day
March 6, 2015	ACT Aspire	DPI uploads 10 th grade students into ACT Aspire Portal
March 9 – 13, 2015	ACT Aspire	Districts and Schools confirm 10 th grade student data files uploaded by DPI and make any changes to 9 th and 10 th grade student data in portal.

ACT Annual Statewide Conference Registration Now Open

Registration is now open for the Wisconsin ACT State Organization 2015 Annual Conference which is scheduled for Tuesday, February 10, 2015 at the Madison Marriott West. Over 700 participants attended this event last year and registration will close this year when capacity levels are reached. Speakers from many organizations are scheduled to present including: ACT, ACT Aspire, DPI, CESA, school/district staff, and higher education. Please consider joining us for this important professional development opportunity. **Click here to register**. Please note that this is not a DPI event and all questions about this event should be sent to Jamee Pugh at jamee.pugh@act.org.

Hats off to Medford!

Please take a few minutes to check out this You Tube video produced by the Medford School District about the fall Aspire testing experience. This informational video was surely useful to the Medford school and community. Congratulations to Laura Lundy and the staff and students at Medford High School who did such fine work with this. <http://youtu.be/cb1Gs15hPM0>

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